Health Sciences Web Calendar User Manual

Table of Contents

Contents

Chapter 1: Accessing the WebCalendar 3

Chapter 2: Adding a Listing 5

Step One, Part 1: 6

Step One, Part 2: 8

Step One, Part 3: 9

Midpoint Confirmation 10

Step Two: 10

Step Three: 11

Final Confirmation 11

Chapter 3: Modifying a Listing 12

Chapter 4: Canceling and Deleting Listings 13

Canceling a Listing 13

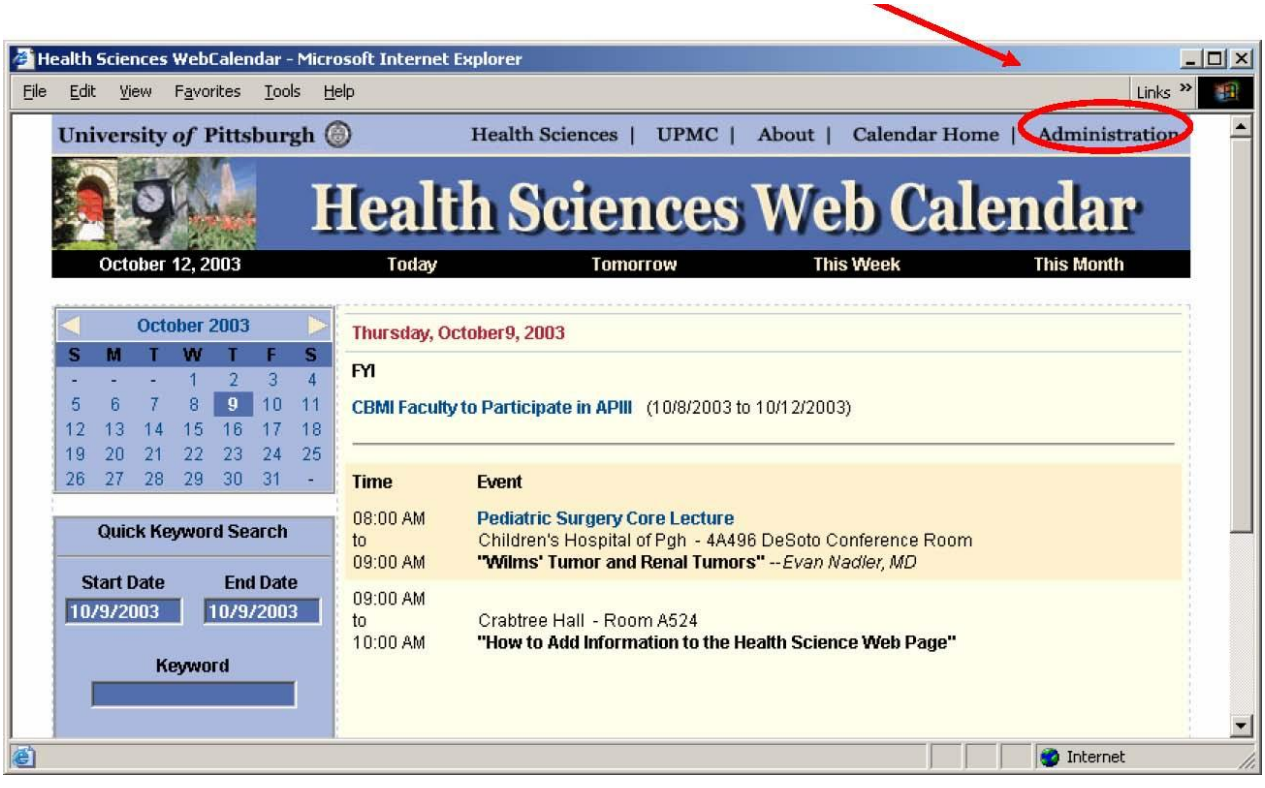
Deleting a Listing 14

Chapter 5: My Profile 15

Appendix A: 16

Chapter 1: Accessing the WebCalendar

1 To access the Health Sciences Web Calendar's Administrative Website go to: http://calendar.health.pitt.edu and click on **Administration**.



2 Next, log in using your WebCalendar username and password:

Calendar Admin Login - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Links
University of Pittsburgh
Health Sciences | UPMC | About | Calendar Home | Administration
Health Sciences Web Calendar
The section of the calendar you are trying to access requires administrative privileges.
Please login to access the administrative module
Login Name
Password
Login
Forgot your password?
Internet

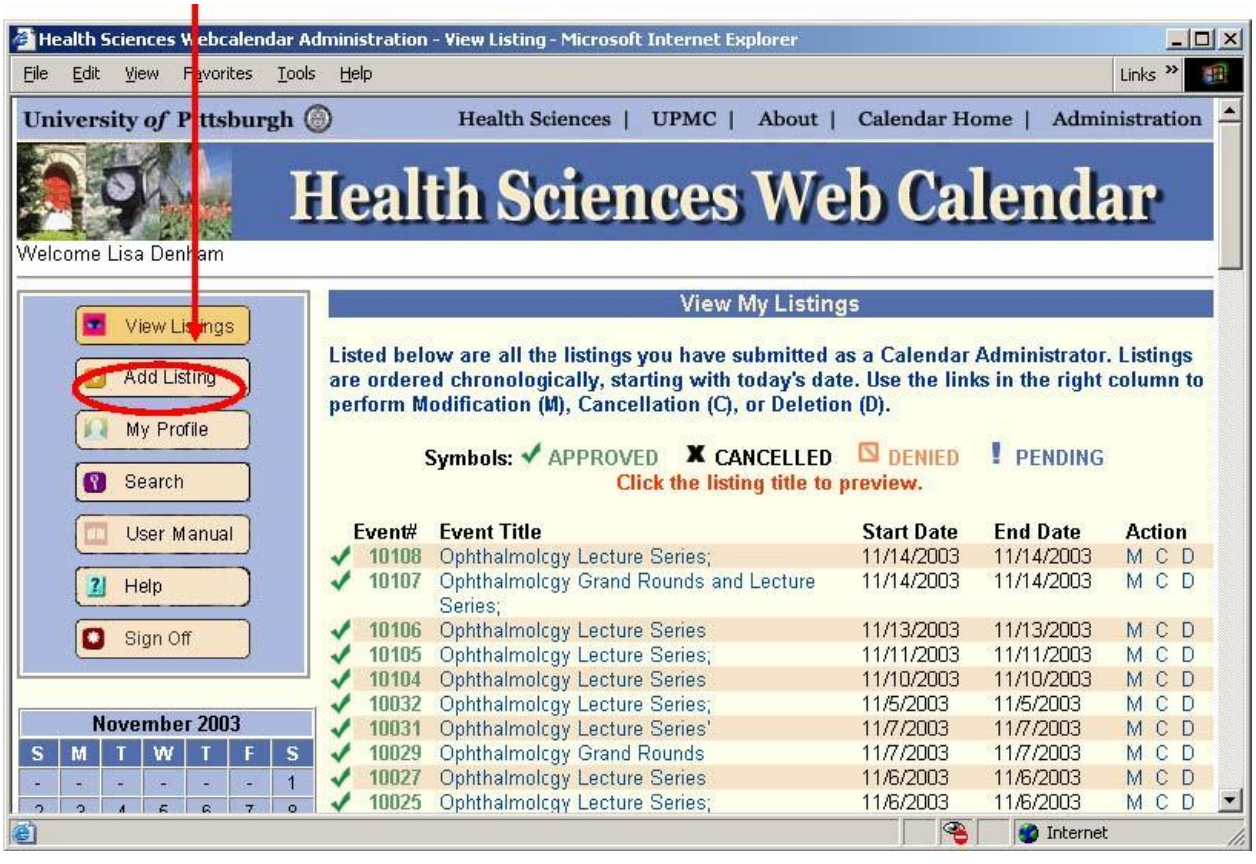
3 Once you have logged in, you will be shown a list of all the calendar listings you have entered previously. From this point, you can add a new listing (chapter 2), modify an existing listing (chapter 3), cancel a listing (chapter 4), or delete a listing (chapter 4).

4 To access this page at any time, click on **View Listings**.

Health Sciences Webcalendar Administration - View Listing - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Links
University of Pittsburgh
Health Sciences | UPMC | About | Calendar Home | Administration
Health Sciences Web Calendar
Welcome Lisa Denham
View Listings
Add Listing
My Profile
Search
User Manual
Help
Sign Off
November 2003
S M T W T F S
View My Listings
Listed below are all the listings you have submitted as a Calendar Administrator. Listings are ordered chronologically, starting with today's date. Use the links in the right column to perform Modification (M), Cancellation (C), or Deletion (D).
Symbols: APPROVED CANCELLED DENIED PENDING
Click the listing title to preview.
Event# Event Title Start Date End Date Action
10108 Ophthalmology Lecture Series; 11/14/2003 11/14/2003 M C D
10107 Ophthalmology Grand Rounds and Lecture Series; 11/14/2003 11/14/2003 M C D
10106 Ophthalmology Lecture Series 11/13/2003 11/13/2003 M C D
10105 Ophthalmology Lecture Series; 11/11/2003 11/11/2003 M C D
10104 Ophthalmology Lecture Series 11/10/2003 11/10/2003 M C D
10032 Ophthalmology Lecture Series; 11/5/2003 11/5/2003 M C D
10031 Ophthalmology Lecture Series' 11/7/2003 11/7/2003 M C D
10029 Ophthalmology Grand Rounds 11/7/2003 11/7/2003 M C D
10027 Ophthalmology Lecture Series 11/6/2003 11/6/2003 M C D
10025 Ophthalmology Lecture Series; 11/6/2003 11/6/2003 M C D
Internet

Chapter 2: Adding a Listing

1. Click on **Add Listing**.


Health Sciences Webcalendar Administration - View Listing - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Links
University of Pittsburgh
Health Sciences | UPMC | About | Calendar Home | Administration
Health Sciences Web Calendar
Welcome Lisa Denham
View Listings
Add Listing
My Profile
Search
User Manual
Help
Sign Off
November 2003
S M T W T F S
View My Listings
Listed below are all the listings you have submitted as a Calendar Administrator. Listings are ordered chronologically, starting with today's date. Use the links in the right column to perform Modification (M), Cancellation (C), or Deletion (D).
Symbols: APPROVED CANCELLED DENIED PENDING
Click the listing title to preview.
Event# Event Title Start Date End Date Action
10108 Ophthalmolcgy Lecture Series; 11/14/2003 11/14/2003 M C D
10107 Ophthalmolcgy Grand Rounds and Lecture Series; 11/14/2003 11/14/2003 M C D
10106 Ophthalmolcgy Lecture Series 11/13/2003 11/13/2003 M C D
10105 Ophthalmolcgy Lecture Series; 11/11/2003 11/11/2003 M C D
10104 Ophthalmolcgy Lecture Series 11/10/2003 11/10/2003 M C D
10032 Ophthalmolcgy Lecture Series; 11/5/2003 11/5/2003 M C D
10031 Ophthalmolcgy Lecture Series' 11/7/2003 11/7/2003 M C D
10029 Ophthalmolcgy Grand Rounds 11/7/2003 11/7/2003 M C D
10027 Ophthalmolcgy Lecture Series 11/6/2003 11/6/2003 M C D
10025 Ophthalmolcgy Lecture Series; 11/6/2003 11/6/2003 M C D
Internet

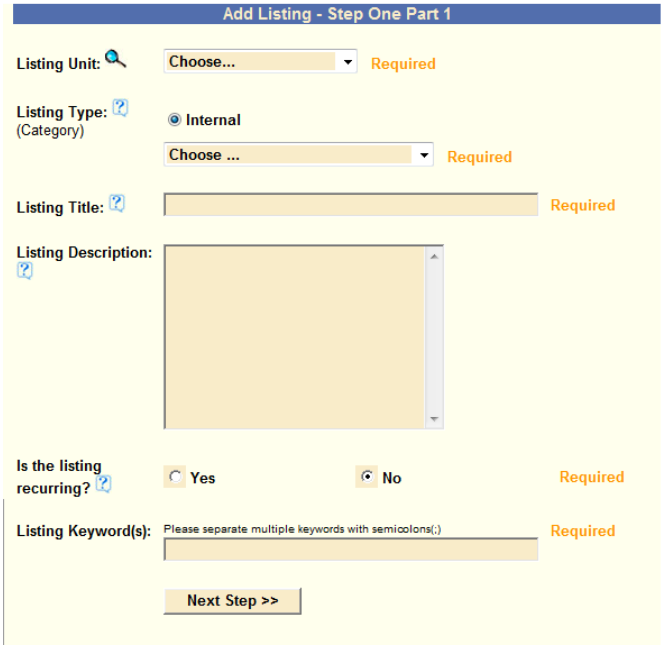
2. There are **Help** icons next to most fields if you have questions.

3. Throughout this process, all required elements are marked with **Required**.

4. When you are ready to move on in the listing entry process, look for the **Next Step** button. If there is no **Next Step** button on a page, this means you have not completed entering required elements on that page.

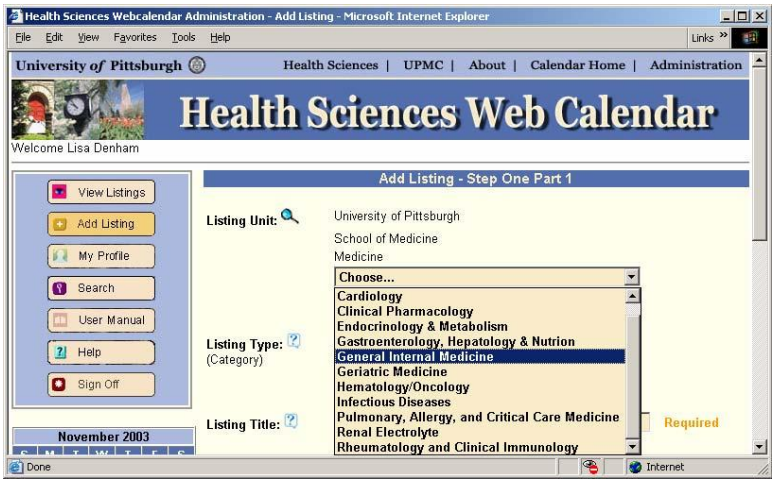
Once you complete the process of adding a listing, the listing will be submitted for review to the calendar administrator. The administrator will then either approve or deny your listing (you will receive an e-mail confirmation of this). If a listing is denied, you will be notified why. You can then modify your listing and re-submit it for approval.

Step One, Part 1: To complete Step One, Part 1, complete this form.



1. Choose your Listing Unit: Select your unit from a series of pull-down menus. If you are unsure what to select, click on the magnifying glass icon and you can search for your unit.

Example: If you are adding a listing for the Division of General Internal Medicine, you would select: University of Pittsburgh > School of Medicine > Medicine > General Internal Medicine



2. Choose Your Listing Type: There is only one listing type available: Internal, which is selected by default.

Category: Choose the category that fits your listing. Your choice of category determines the information you will be asked to fill in as well as where the listing will be displayed on your selected unit's website (if applicable).

3. **Enter your Listing Title:** Enter the title for your listing in the space provided. Always enter the unit's name as part of the title, i.e., "Urology Grand Rounds" or "Endocrinology Journal Club."

4. **Enter a Listing Description:** The listing description field is used to provide some additional details about the listing. Do not enter speaker or location information in this box; you will be asked to provide that information later. NOTE: If you are creating a memo, do not complete this section.

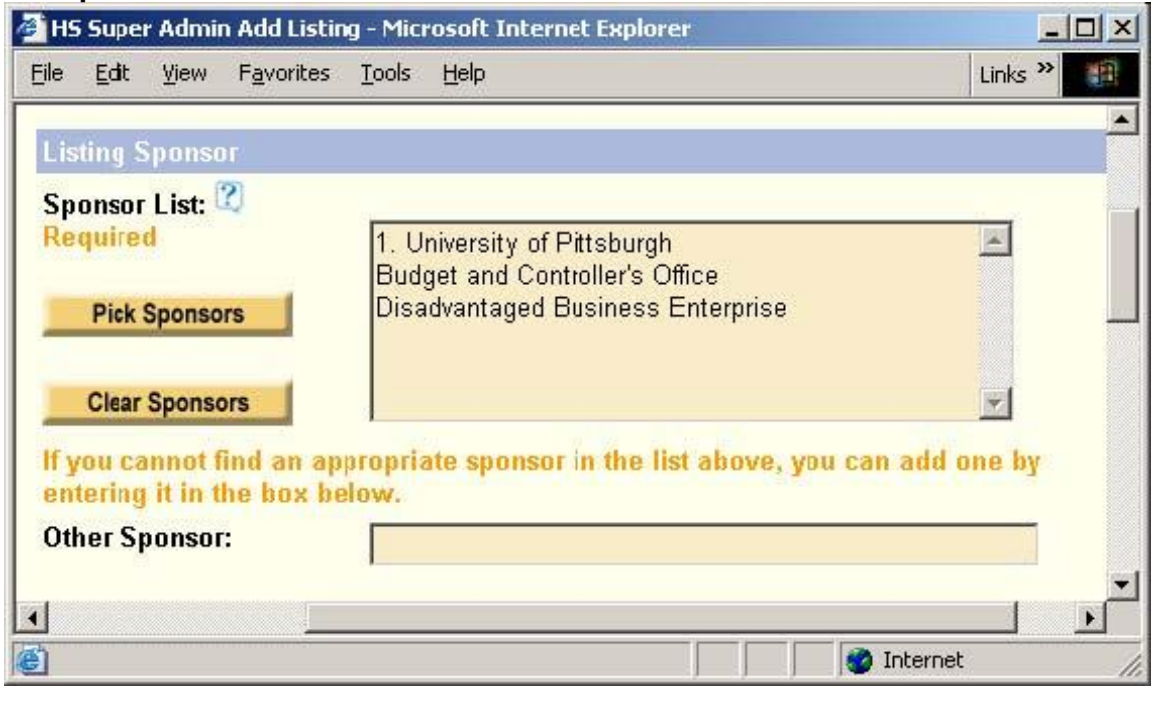
5. **Is the listing recurring?** Select "yes" or "no". A recurring listing is a listing that occurs more than once over time, i.e., a weekly conference, monthly journal clubs, etc.

6. **Enter Listing Keywords:** Each listing is required to have keyword(s). This enables users to search and find listings of interest within the calendar. Type your keyword(s) in the box provided. Separate multiple keywords with semicolons.

Step One, Part 2:

Based on your selections in Step One, Part 1 you may be offered one or more of the following options: (see chart – Appendix A - for a detailed listing)

- **Listing Sponsor:** The sponsor list will automatically list your unit (the person entering the listing) information as the sponsor. You can add additional sponsors (affiliated with the University of Pittsburgh, UPMC, or UPP) by clicking the **Pick Sponsors** button. You will then be asked to choose the sponsoring unit from a hierarchy OR you can delete the sponsor by clicking **Clear Sponsors**. If the sponsoring unit is not from the University, UPMC or UPP (i.e., a pharmaceutical company) you can add sponsor information by typing the sponsor's name in the **Other Sponsor** field.


HS Super Admin Add Listing - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Links
Listing Sponsor
Sponsor List:
Required
1. University of Pittsburgh
Budget and Controller's Office
Disadvantaged Business Enterprise
Pick Sponsors
Clear Sponsors
If you cannot find an appropriate sponsor in the list above, you can add one by entering it in the box below.
Other Sponsor:
Internet

- **Admission Information:** In this section, choose "yes" or "no" for registration fee and/or advance registration. Enter other details about admission, i.e., registration deadline, dress code, etc…

- **Contact Information:** Your contact information will be automatically filled in here. If you are not the appropriate contact person for the listing, edit this form.

Step One, Part 3:

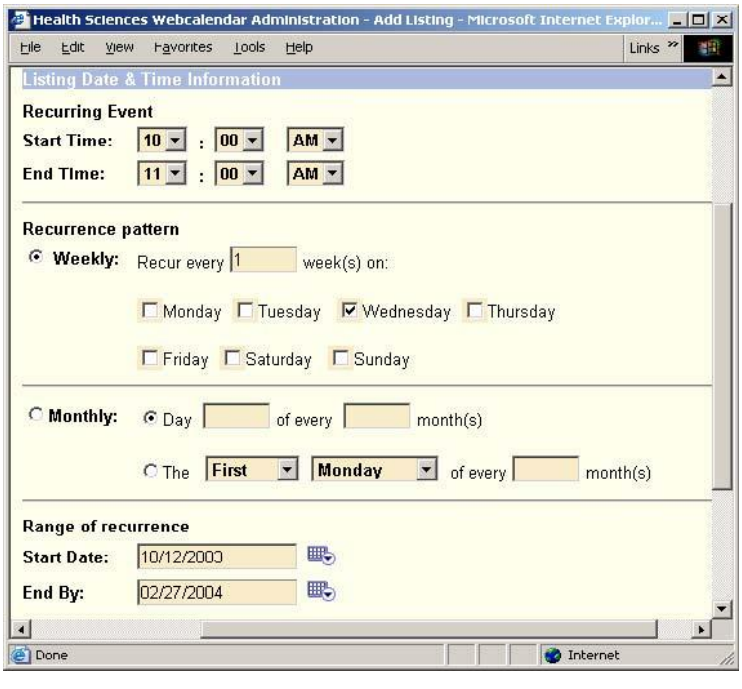
- **Date & Time Information:** Information requested here is based on if you chose this as a non-recurring listing or a recurring listing.

    - **Non-Recurring Listing:** Select the date using the calendar icon or enter the date using the format shown. Then select the time.

      NOTE: If you are creating an Announcement, Download, Memo, or TYNTK, you will not be asked for a listing time. For these listing types, the start and end date should be the same.

    - **Recurring Listing:** Select a start and end time, a recurrence pattern (i.e. weekly, monthly, certain day of the week), and select the date using the calendar icon or enter the date using the format shown for the range of recurrence.

Example: A conference occurring from 10 AM-11 AM every Wednesday from October 12 – February 27 would be entered in this way:


Health Sciences Webcalendar Administration - Add Listing - Microsoft Internet Explor...
File Edit View Favorites Tools Help
Links
Listing Date & Time Information
Recurring Event
Start Time: 10 : 00 AM
End Time: 11 : 00 AM
Recurrence pattern
Weekly: Recur every 1 week(s) on:
Monday Tuesday Wednesday Thursday
Friday Saturday Sunday
Monthly: Day of every month(s)
The First Monday of every month(s)
Range of recurrence
Start Date: 10/12/2003
End By: 02/27/2004
Done
Internet

NOTE: If your recurring event does not begin or end at the same consistent time or happen on the same day of the week, you can edit the individual occurrences at the end of the listing entry process.

Midpoint Confirmation

Once you have completed Step 1, you will be shown a midpoint confirmation page. This page will show all the information you have entered so far. If you find errors at this point, you can either click the browser's back button and edit your listing or wait until the end of the listing entry process to edit information.

- ❖ Click **Confirm Step One Data** when you are ready to continue.

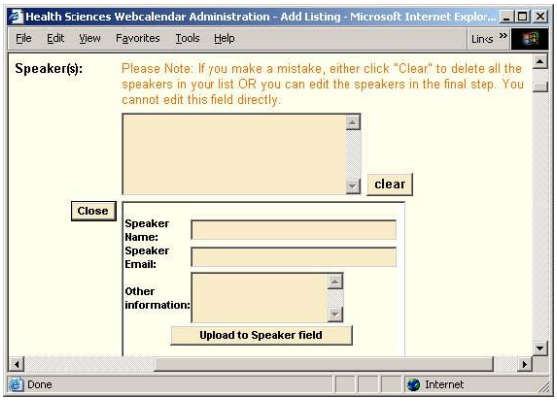
Step Two: Based on what you have selected in Step One, you may be offered one or more of the following options: (see chart – Appendix A -for a detailed listing)

- **Listing Location:** Use the pull-down menu to find the location then enter other detail (i.e., room #) in Location Description. If you cannot find the location in the list, select "Other" from the pull down menu and use the location description box to enter the official location.

  NOTE: If the listing is recurring, you will be offered the choice to make this location information the default information for all listings. To do this, check the box next to this choice. Then, click **Add Information** at the bottom of the page. This information will be added to each occurrence of the listing.

- **Speaker and Presentation Information:** You can enter an unlimited number of speakers and presentation information for any occurrence of a listing or any individual presentation within a listing.

  NOTE: If the listing is recurring, you will be asked to add speaker and presentation information for each occurrence of a listing. You can make this presentation information default for all occurrences of your listing by checking the box next to this choice.


Health Sciences Webcalendar Administration - Add Listing - Microsoft Internet Explor...
File Edit View Favorites Tools Help
Links
Speaker(s):
Please Note: If you make a mistake, either click "Clear" to delete all the speakers in your list OR you can edit the speakers in the final step. You cannot edit this field directly.
clear
Close
Speaker Name:
Speaker Email:
Other information:
Upload to Speaker field
Done
Internet

  - Presentation Title: Enter the presentation title with the first letter of all major words capitalized and no quotation marks (The software automatically adds quotation marks.).
  - Presentation Detail: Use for additional information about the presentation, i.e., display an abstract.
  - Speakers: To add speakers, click on the **Add Speaker** button. Enter speaker's name. You have the option of entering an e-mail address and/or details for the speaker.
  - Once you have added all the information about a speaker, click on **Upload to Speaker Field** to add the speaker to the list.

Step Three: This is an optional step. Add web links, images, and/or documents to your listing for more value. When finished adding resources, click the **Add Resources** button at the bottom of the page.

NOTE: To skip this step, scroll to the bottom of the page and click on **Next Step**.

- Internet Resource: Enter up to three links to Internet resources per listing. To do this, enter a title for the link, and then enter the full Internet address. The option to enter a description is given. You can only enter one link at a time.

  NOTE: If the listing is recurring, any Internet resources you add will appear with each occurrence of the listing.

- Document: Add up to three documents per listing. You can upload any type of document – Microsoft Word, Power Point, Adobe PDF's, etc. To do this, enter a title for the document. Next click on **Browse** to find the document on your computer. The option to enter a description is given. You can only upload one document at a time.

  NOTE: If the listing is recurring, any document you add will appear with each occurrence of the listing.

- Image: Add up to three images per listing. The image size cannot exceed 150 KB. It is recommended that you only use images with a file extension of .jpg or .gif. To add an image to a listing, enter a title for the image. Next click on **Browse** to find the image on your computer. You can only upload one image at a time.

  NOTE: If the listing is recurring, any image you add will appear with each occurrence of the listing.

Final Confirmation

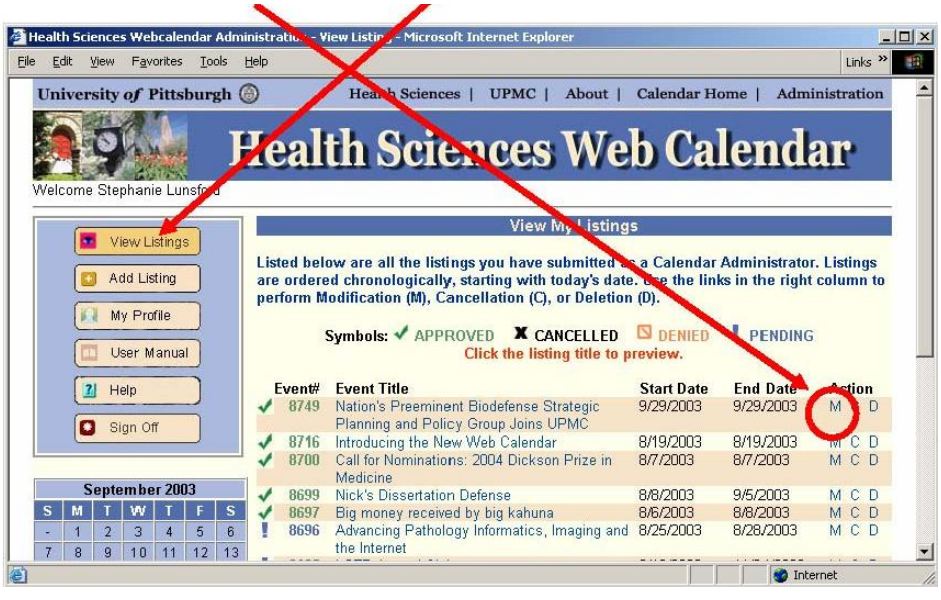
- You will be given a final chance to edit your listing on the final confirmation page. Edit any part of your listing by clicking on the pencil shaped icon next to that piece of information.

- Once you have completed reviewing your listing, click on **Submit This Listing**. This listing will appear under "View Listings" usually with a "Pending" status until the Calendar Administrator approves it. The listing will be automatically approved if you have these permissions.

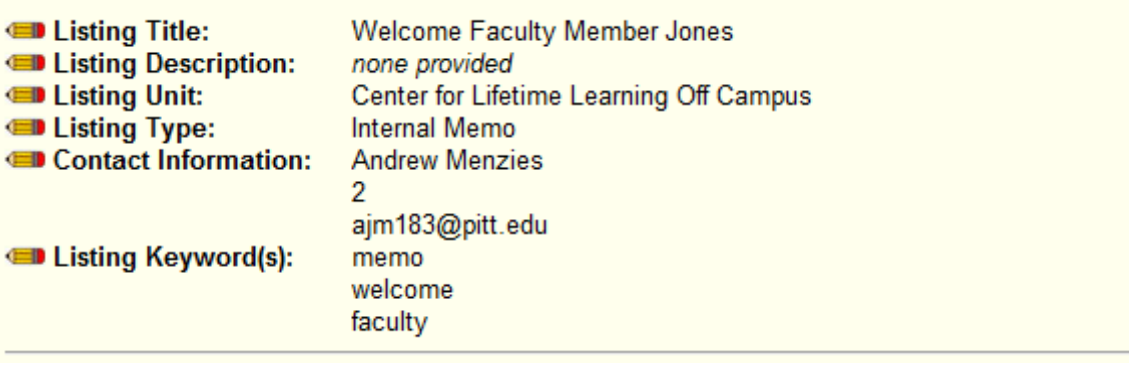
Chapter 3: Modifying a Listing

You can modify a listing at any time once it is added to the Web Calendar.

1. To modify a listing, click on the **View Listings** icon.
2. Next, click on the **M** next to the listing title in the action column.


University of Pittsburgh
Health Sciences | UPMC | About | Calendar Home | Administration
Health Sciences Web Calendar
Welcome Stephanie Lunsford
View Listings
Add Listing
My Profile
User Manual
Help
Sign Off
Listed below are all the listings you have submitted as a Calendar Administrator. Listings are ordered chronologically, starting with today's date. Use the links in the right column to perform Modification (M), Cancellation (C), or Deletion (D).
Symbols: APPROVED CANCELLED DENIED PENDING
Click the listing title to preview.
Event# Event Title Start Date End Date Action
8749 Nation's Preeminent Biodefense Strategic Planning and Policy Group Joins UPMC 9/29/2003 9/29/2003 M C D
8716 Introducing the New Web Calendar 8/19/2003 8/19/2003 M C D
8700 Call for Nominations: 2004 Dickson Prize in Medicine 8/7/2003 8/7/2003 M C D
8699 Nick's Dissertation Defense 8/8/2003 9/5/2003 M C D
8697 Big money received by big kahuna 8/6/2003 8/8/2003 M C D
8696 Advancing Pathology Informatics, Imaging and the Internet 8/25/2003 8/28/2003 M C D
September 2003
S M T W T F S
Internet

3. Click on the pencil shaped icon next to the information you would like to edit.



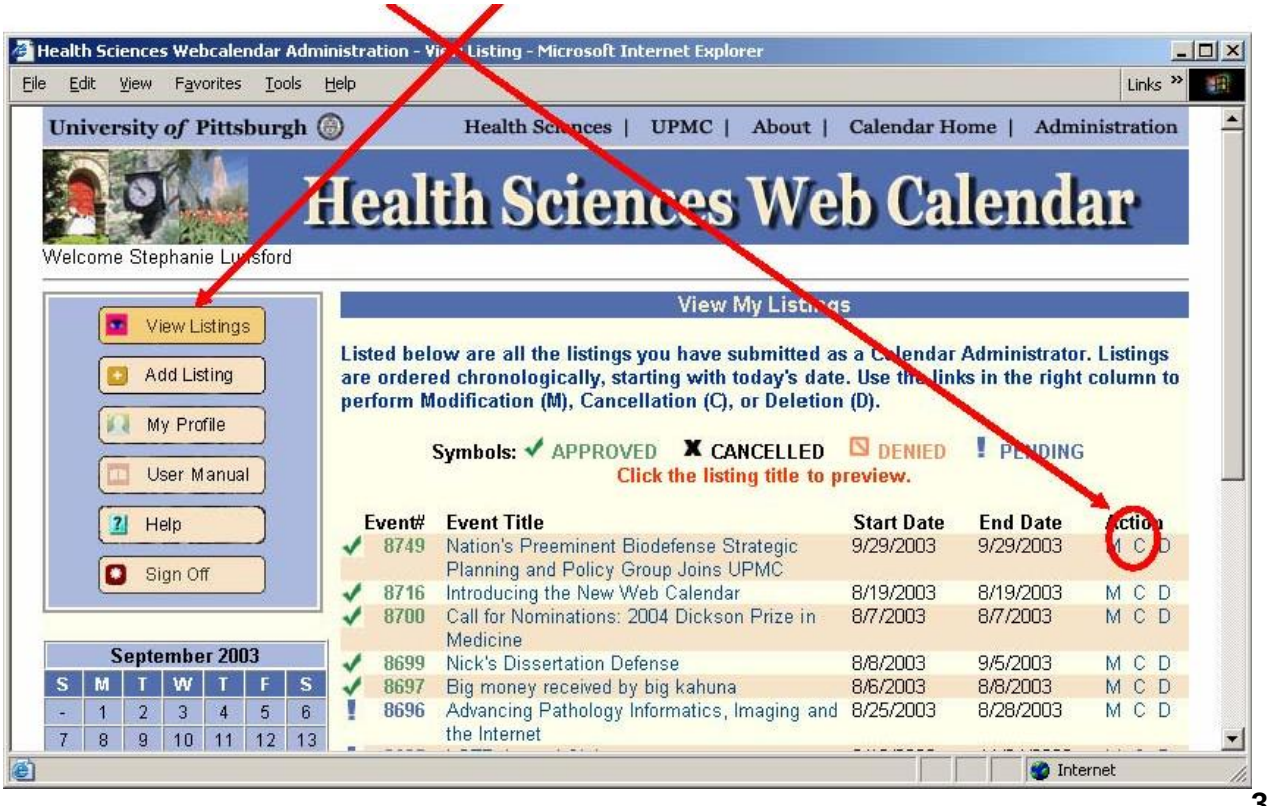
4. When you have completed the changes, click on **Update this Listing** at the bottom of the page.

Chapter 4: Canceling and Deleting Listings

Canceling a Listing

1. To cancel a listing, click on the "**View Listings**" icon.

2. Next, click on the **C** next to the listing title in the action column.


Health Sciences Webcalendar Administration - View Listing - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Links
University of Pittsburgh
Health Sciences | UPMC | About | Calendar Home | Administration
Health Sciences Web Calendar
Welcome Stephanie Lunsford
View Listings
Add Listing
My Profile
User Manual
Help
Sign Off
View My Listings
Listed below are all the listings you have submitted as a Calendar Administrator. Listings are ordered chronologically, starting with today's date. Use the links in the right column to perform Modification (M), Cancellation (C), or Deletion (D).
Symbols: APPROVED CANCELLED DENIED PENDING
Click the listing title to preview.
Event# Event Title Start Date End Date Action
8749 Nation's Preeminent Biodefense Strategic Planning and Policy Group Joins UPMC 9/29/2003 9/29/2003 M C D
8716 Introducing the New Web Calendar 8/19/2003 8/19/2003 M C D
8700 Call for Nominations: 2004 Dickson Prize in Medicine 8/7/2003 8/7/2003 M C D
8699 Nick's Dissertation Defense 8/8/2003 9/5/2003 M C D
8697 Big money received by big kahuna 8/6/2003 8/8/2003 M C D
8696 Advancing Pathology Informatics, Imaging and the Internet 8/25/2003 8/28/2003 M C D
September 2003
S M T W T F S
- 1 2 3 4 5 6
7 8 9 10 11 12 13
Internet

3. You are given one final option to modify your listing. To continue, click on **Cancel This Listing** at the bottom of the page.

4. Enter a reason for the cancellation. When finished, click on "**Process the Cancellation**."

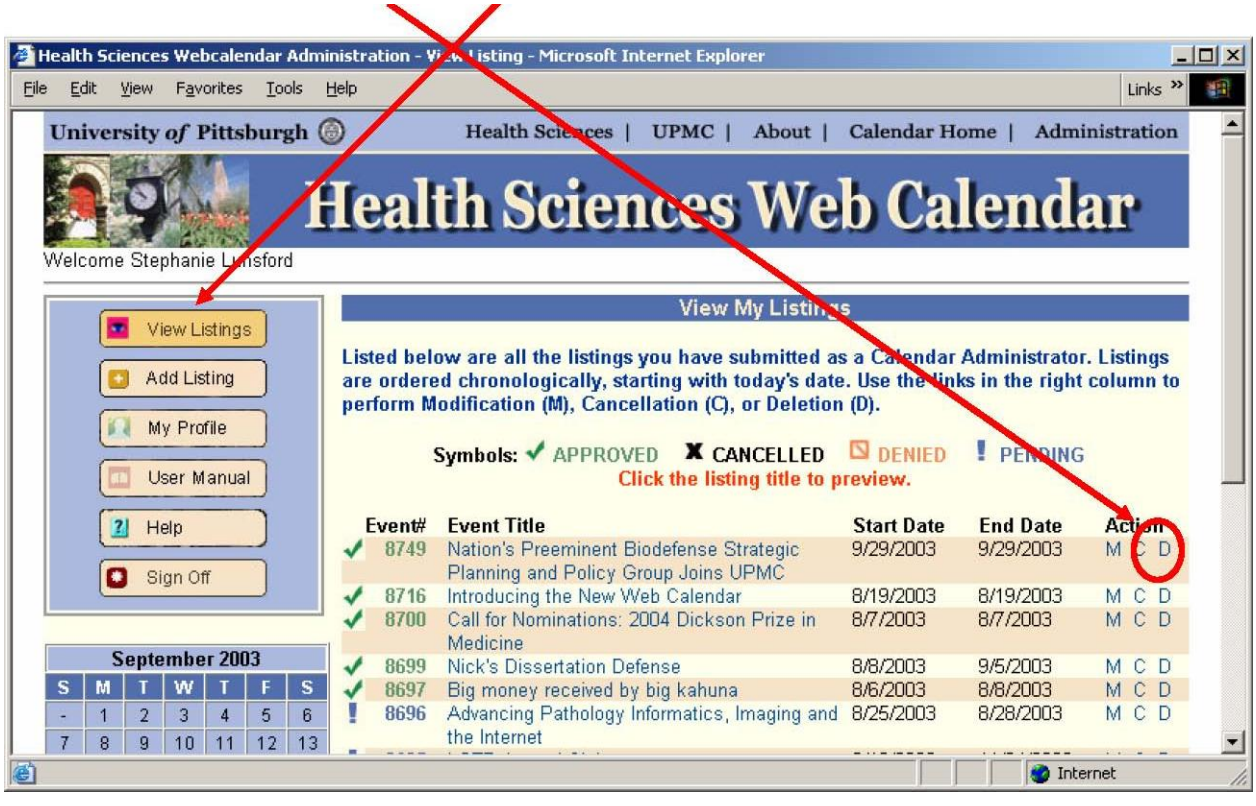
NOTE: If a listing is recurring, you will be given the choice to "Cancel All" occurrences at one time – or to cancel each occurrence individually.

5. Canceled listings will appear on the Web Calendar with a "Canceled" notation next to it.

Deleting a Listing (This process cannot be reversed.)

1. To delete a listing, click on the **View Listings** icon.

2. Next, click on the **D** next to the listing title in the action column.


Health Sciences Webcalendar Administration - View Listing - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Links
University of Pittsburgh
Health Sciences | UPMC | About | Calendar Home | Administration
Health Sciences Web Calendar
Welcome Stephanie Lunsford
View Listings
Add Listing
My Profile
User Manual
Help
Sign Off
View My Listings
Listed below are all the listings you have submitted as a Calendar Administrator. Listings are ordered chronologically, starting with today's date. Use the links in the right column to perform Modification (M), Cancellation (C), or Deletion (D).
Symbols: APPROVED CANCELLED DENIED PENDING
Click the listing title to preview.
Event# Event Title Start Date End Date Action
8749 Nation's Preeminent Biodefense Strategic Planning and Policy Group Joins UPMC 9/29/2003 9/29/2003 M C D
8716 Introducing the New Web Calendar 8/19/2003 8/19/2003 M C D
8700 Call for Nominations: 2004 Dickson Prize in Medicine 8/7/2003 8/7/2003 M C D
8699 Nick's Dissertation Defense 8/8/2003 9/5/2003 M C D
8697 Big money received by big kahuna 8/6/2003 8/8/2003 M C D
8696 Advancing Pathology Informatics, Imaging and the Internet 8/25/2003 8/28/2003 M C D
September 2003
S M T W T F S
- 1 2 3 4 5 6
7 8 9 10 11 12 13
Internet

3. You will be shown the details regarding your listing. To continue, click on **Delete This Listing** at the bottom of the page.

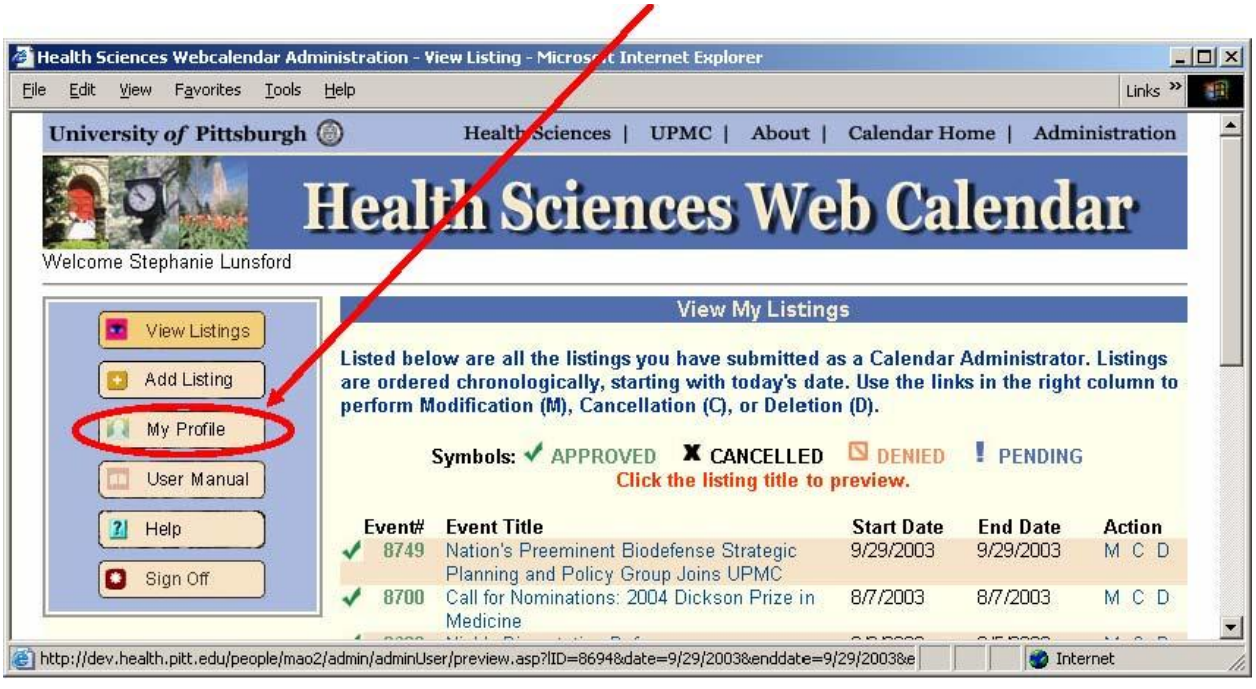
4. Click **Delete this Listing** to permanently delete the listing.

   NOTE: If a listing is recurring, you will be given the choice to “Delete All” occurrences at one time – or to delete each occurrence individually.

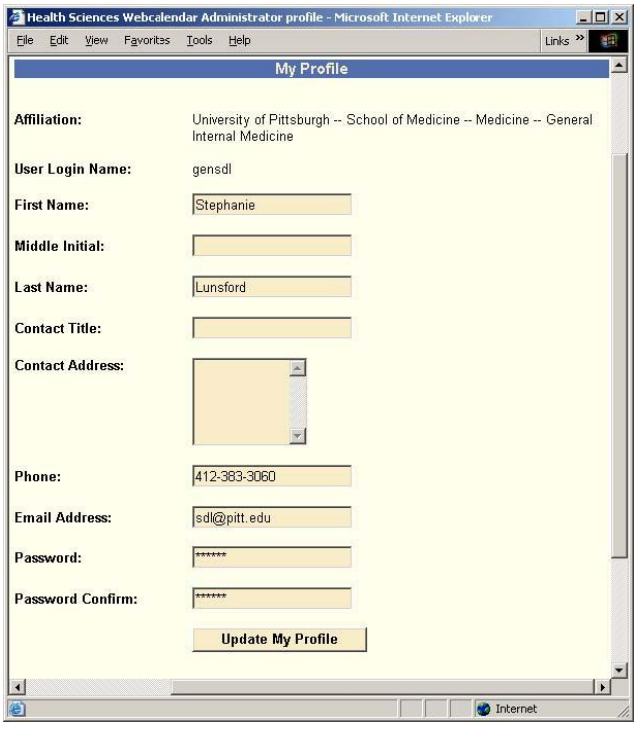
5. The listing will no longer appear on the Web Calendar once it is deleted.

Chapter 5: My Profile

To edit your personal profile, click on the **My Profile** icon on the navigation bar.


Health Sciences Webcalendar Administration - View Listing - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Links
University of Pittsburgh
Health Sciences | UPMC | About | Calendar Home | Administration
Health Sciences Web Calendar
Welcome Stephanie Lunsford
View Listings
Add Listing
My Profile
User Manual
Help
Sign Off
View My Listings
Listed below are all the listings you have submitted as a Calendar Administrator. Listings are ordered chronologically, starting with today's date. Use the links in the right column to perform Modification (M), Cancellation (C), or Deletion (D).
Symbols: APPROVED CANCELLED DENIED PENDING
Click the listing title to preview.
Event# Event Title Start Date End Date Action
8749 Nation's Preeminent Biodefense Strategic Planning and Policy Group Joins UPMC 9/29/2003 9/29/2003 M C D
8700 Call for Nominations: 2004 Dickson Prize in Medicine 8/7/2003 8/7/2003 M C D
http://dev.health.pitt.edu/people/mao2/admin/adminUser/preview.asp?ID=8694&date=9/29/2003&enddate=9/29/2003&e
Internet

On the profile screen, you can update all of your personal information EXCEPT your affiliation and your user login name. The information on this page is used as the default contact information for any listing you create.



Appendix A:

Event Type	Step 1, Part 1	Step 1, Part 2	Step 2
Announcement	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Listing Contact Information*	Internet Resource Document Image
Broadcast	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Listing Contact Information* Date & Time*	Listing Location* Presenter Information Internet Resource Document Image
Brown Bag Luncheon	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information* Listing Contact Information* Date & Time*	Listing Location* Presenter Information Internet Resource Document Image
Colloquium	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information* Listing Contact Information* Date & Time*	Listing Location* Presenter Information Internet Resource Document Image
Conference	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information* Listing Contact Information* Date & Time*	Listing Location* Presenter Information Internet Resource Document Image
Continuing Education	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information* Listing Contact Information* Date & Time*	Listing Location* Presenter Information Internet Resource Document Image
Demonstration	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information Listing Contact Information* Date & Time* Listing Location (only available if you choose to Edit it from final confirmation screen)	Internet Resource Document Image

Dissertation Defense	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information* Listing Contact Information* Date & Time*	Listing Location* Presenter Information Internet Resource Document Image
Event	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information Listing Contact Information* Date & Time*	Listing Location Presenter Information Internet Resource Document Image
Forum	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information* Listing Contact Information* Date & Time*	Listing Location* Presenter Information Internet Resource Document Image
Grand Rounds	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information* Listing Contact Information* Date & Time*	Listing Location* Presenter Information Internet Resource Document Image
Journal Club	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information* Listing Contact Information* Date & Time*	Listing Location* Presenter Information Internet Resource Document Image
Lecture	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information* Listing Contact Information* Date & Time*	Listing Location* Presenter Information Internet Resource Document Image
Meeting	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information Listing Contact Information* Date & Time*	Listing Location Presenter Information Internet Resource Document Image
Memo	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Memo Information Listing Contact Information* Date & Time*	Internet Resource Document Image

News	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Listing Contact Information	Internet Resource Document Image
Professional Development Course	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information* Listing Contact Information* Date & Time*	Listing Location* Presenter Information Internet Resource Document Image
Public Committee Meeting	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information* Listing Contact Information* Date & Time*	Listing Location* Presenter Information Internet Resource Document Image
Reception	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information* Listing Contact Information* Date & Time*	Listing Location* Presenter Information Internet Resource Document Image
Retreat	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Listing Contact Information* Date & Time*	Presenter Information Internet Resource
Seminar	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information* Listing Contact Information* Date & Time*	Listing Location* Presenter Information Internet Resource Document Image
Special Event	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information* Listing Contact Information* Date & Time*	Listing Location* Presenter Information Internet Resource Document Image
Symposium	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information* Listing Contact Information* Date & Time*	Listing Location* Presenter Information Internet Resource Document Image

TYNTK	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Listing Contact Information*	Internet Resource Document Image
Workshop	Listing Unit* Listing Type* Listing Category* Listing Title* Listing Description Recurrence* Listing Keywords*	Sponsor* Admission Information* Listing Contact Information* Date & Time*	Listing Location* Presenter Information Internet Resource Document Image